

Citizens Advisory Board Committee Minutes



Committee: Administrative

Date: February 13, 2006 – 9:00 a.m. (MT)

Participants

Board Members: John Bolliger, Committee Chair
Lila Gold
Annemarie Goldstein
Larry Knight
Fred Sica

DOE-ID: Shannon Brennan
Suzette Olsen

Support Staff: Lisa Aldrich

Objective(s) for the Committee Meeting

- Review month end budget for November, December, and January.
- Discuss further recruiting efforts (if needed).
- Plan activities for March retreat.
- Farewell for outgoing members.

Budget

Budget amounts to date were approved. Support services will put together monthly reporting sheets for the committee.

Recruiting Efforts

Major recruiting efforts are not needed at this time. However, it is a good idea to take advantage of opportunities when they are available. Larry Knight plans to provide information to the Renaissance Institute in Boise on February 23rd. He will need a brochure or annual report and a current site fact sheet. Support services will keep the website updated for recruiting purposes as well.

March Retreat

Some topics for discussion:

- New member selection policies
- Reevaluate consensus versus majority vote (facilitator to provide information on topic)
- Work sessions and breakout sessions during public meetings
- Consistent approach to public comments.

Lisa Aldrich will e-mail the board with these ideas and ask for additional ideas to put together an agenda for discussion at the next committee call March 6th. Committee would like a 3-hour retreat from 4:00-7:00 p.m. in time to close for a late dinner.

Farewell

Some ideas are a luncheon, card, comments from outgoing members and incoming chairs. Fred Sica was nominated to give a farewell address with Lila Gold offering to help him put it together. Committee plans to forward additional thoughts to Lisa Aldrich about farewell ideas. Lisa will additionally ask for ideas from all Board members. Lisa will bring a digital camera for a group photo.

Actions

- Shannon Brennan will contact Brad Bugger for a recent fact sheet to include with Annual Report or brochure for recruiting efforts.
- Lisa Aldrich will put together and distribute topics discussed in this call, solicit topics from entire CAB, and other information needed for retreat and farewell in preparation for the March 6th committee call.
- Lila Gold and Fred Sica will prepare a farewell address.
- Portage to submit past monthly budget reports to the committee.
- Portage to develop and distribute minutes for the committee meeting.